

COPY CENTER JOB INSTRUCTIONS

ADMINISTRATOR APPROVAL IS REQUIRED FOR THE FOLLOWING

1. All jobs submitted
2. All tests
3. Single sided documents
4. Any lamination requires administration approval and maybe denied based on availability of laminate material.

BUDGET CONSIDERATIONS

1. If you do not specify a color, WHITE will be used. If you require color paper you must list the budget code from which the paper was originally ordered.
2. All non-duplication type jobs will be reviewed by Central Administration due to possible outsourcing costs.
3. Color print and copy jobs will be reviewed with Business office to verify budget funds availability.

COPY CENTER GUIDELINES (2011 Changes Underlined)

ACCEPTABLE ORIGINAL SIZES

Original sizes must be (5.5" x 8.5") or (8.5" x 11") or (8.5" x 14") or (11" x 17")

FINISHED SIZES FOR BOOKLETS

5.5" X 8.5" 5.5" x 8.5", folded and stapled (your original must be 5.5" x 8.5")

8.5" x 11" 8.5" X 11", folded and stapled (your original must be 8.5" x 11")

- No administrator signature on job ticket will be returned.
- Black edges or poor original may result in job being returned.
- Non-district approved Booklet's are subject to Central Administration review.
- Jobs are sorted by date and building
- Staff members are allotted 40 pages per day.
- No job of less than 40 pages is to be sent to the copy center
- All tests should be copied at the building with Principal approval.
- There is a 5-day turn around on most copy center jobs (Excludes weekends & holidays)
- Large copy jobs that are time sensitive must be submitted 1-2 weeks before required date.
- Books will average a 20-day turn around (Excludes weekends & holidays)
- All Books must not exceed 48 double-sided pages or 96 single-sided pages (including the cover)

If you have any questions email josephg@hasdk12.org BEFORE you submit a job. Updated 10/3/11